

Nonpublic School Documentation and Sample Correspondence

Affirmation of Consultation with Nonpublic School Officials Form

Nonpublic School Participation Refusal Form

Nonpublic School Communication

1. Sample Letters

- Nonpublic School Request for Consultation Letter
- Nonpublic School Survey Letter (Title I only)

2. Survey (Title I only)

- Sample Nonpublic School Survey

3. Income Eligibility Guidelines (Title I only)

- Income Eligibility Guidelines for 2005-2006

Title II-A Nonpublic School Allocation Calculations

- Nonpublic School Allocation Calculation

**AFFIRMATION OF CONSULTATION
WITH NONPUBLIC SCHOOL OFFICIALS**

Sections 1120(a), 5142(a) and 9501 of the *No Child Left Behind Act* require that *timely* and *meaningful* consultation occur between the local education agency (LEA) and nonpublic school officials prior to any decision that affects the opportunities of eligible nonpublic school children, teachers, and other educational personnel to participate in programs under this act, and shall continue throughout the implementation and assessment of activities under these sections.

The following topics must be discussed during the ongoing consultation process:

- How the needs of eligible nonpublic school children, teachers or other educational personnel will be identified;
- What services will be offered;
- How, where and by whom the services will be provided;
- How the services will be assessed and how the results of the assessment will be used to improve those services;
- The size and scope of the equitable services to be provided and the amount of funds available for those services;
- How and when the LEA will make decisions about the delivery of services, including a thorough consideration and analysis of the views of the nonpublic school officials on the provision of contract services through potential third-party providers;
- The method or sources of data that the LEA will use to determine the number of nonpublic school children from low-income families residing in participating public school attendance areas, including whether the LEA will extrapolate data, if a survey is used (Title I only);
- The equitable services the LEA will provide to teachers and families of participating nonpublic school children (Title I only); and
- If the LEA disagrees with the views of the nonpublic school officials on the provisions of services through a contract, the LEA must provide the nonpublic schools the reasons in writing why the LEA chooses not to use a contractor.

Check the box listed below indicating the title(s) for which consultation occurred

- | | |
|--|--|
| <input type="checkbox"/> Title I - Part A | <input type="checkbox"/> Title III – Part A |
| <input type="checkbox"/> Title II – Part A | <input type="checkbox"/> Title III - Immigrant |
| <input type="checkbox"/> Title II – Part D | <input type="checkbox"/> Title IV – Part A |
| | <input type="checkbox"/> Title V – Part A |

We agree that timely and meaningful consultation occurred before the LEA made any decision that affected the participation of eligible nonpublic school children, teachers or other educational personnel in the *NCLB* programs.

LEA Official

Date

Nonpublic School Representative Date

LEA Office Signature

Signature of Nonpublic School

The LEA must maintain a copy of this form in its records and provide a copy to the NJDOE.

Public School County - LEA Code __ - ____ - 07

NONPUBLIC SCHOOL PARTICIPATION REFUSAL

_____ School on _____ (date) hereby resolves not to participate in the programs checked below for Fiscal Year 2007:

_____	Title I, Part A: Improving Basic Programs Operated by Local Education Agencies	\$ _____
_____	Title II, Part A: Teacher and Principal Training and Recruiting	\$ _____
_____	Title II, Part D: Enhancing Education Through Technology	\$ _____
_____	Title III, Part A: English Language Acquisition and Language Enhancement	\$ _____
_____	Title III, Part A: Supplemental Immigrant Student Aid	\$ _____
_____	Title IV, Part A: <i>Safe and Drug-Free Schools and Communities Act</i>	\$ _____
_____	Title V, Part A: Innovative Education Program Strategies	\$ _____

It is understood that this refusal to participate in programs for Fiscal Year 2007 will not prevent the pupils and teachers from participating in any subsequent year.

Authorized School Administrator Signature

Date

Sample Nonpublic School Request for Consultation Letter

(District Letterhead)

(Date)

(Heading)

Dear (Nonpublic School Representative):

The [LEA Name] district will soon apply for grant funds under *No Child Left Behind (NCLB)*. This application includes the following formula programs:

- Title I, Part A: *Improving Basic Programs Operated by Local Education Agencies*
- Title II, Part A: *Teacher and Principal Training and Recruiting Fund*
- Title II, Part D: *Enhancing Education through Technology*
- Title III, Part A: *Grants and Subgrants for English Language Acquisition and Language Enhancement*
- Title III, Part A: *Immigrant*
- Title IV, Part A: *Safe and Drug-Free Schools and Communities Act*
- Title V, Part A: *Innovative Programs*

Before making application, we are required to consult with you in order to identify the needs of children and teachers enrolled, and/or employed in your school, who are within our jurisdiction. A planning meeting will take place at (time) on (date) at (location). Please call (telephone number) to confirm your participation or to ask any questions you may have.

The following will be discussed at this meeting:

- The needs of the students;
- The criteria used to select student participation;
- The criteria used for low income;
- The services to be provided;
- How and where the services will be provided;
- How services will be assessed; and

- How funds will be used.

If you cannot attend this meeting, you may wish to send me suggestions or contact me via telephone. Written or verbal input must be received no later than the meeting date listed above.

If you do not wish to participate in one or more of the programs listed above, please complete the enclosed Nonpublic School Participation Refusal and return it to me within two weeks of receiving this letter.

Sincerely,

Chief School Administrator

Enclosure

NONPUBLIC SCHOOL SURVEY LETTER

Title I only

(District Letterhead)

Dear Parents:

The *No Child Left Behind Act of 2001* reauthorized federal legislation to continue to provide a variety of programs, materials and services to children and teachers in nonpublic schools similar to those provided to public school students and teachers. These activities are enhanced by additional federal funds provided for school attendance areas with families whose income falls below specific levels or who benefit from other federal assistance programs. In order for our children to benefit from these additional funds, it is very important for us to know how many children attending our school are members of these families.

Please review the enclosed survey and simply indicate whether you meet the criteria by checking Yes or No. This information is essential to ensure our continued participation in the federal programs, such as Title I, currently serving your child(ren). It is an important benefit that we do not want to lose. Please return this form as soon as possible. All information will be kept confidential.

Thank you for your assistance with this survey.

Sincerely,

Principal of Nonpublic School

Enclosure

SAMPLE NONPUBLIC SCHOOL SURVEY

Title I only

Family Survey

1) Use the attached: Income Eligibility Guidelines

Is your family income less than the amount in column 1 (Federal Poverty Guidelines)?

Yes _____ No _____

Is your family income less than the amount in column 2 (Reduced Price Meals)?

Yes _____ No _____

Is your family income less than the amount in column 3 (Free Meals)?

Yes _____ No _____

2) Are you receiving assistance under the Temporary Assistance to Needy Families (TANF) program?

Yes _____ No _____

3) Are any of your children eligible to receive medical assistance under the Medicaid program?

Yes _____ No _____

Address _____

Grades of children _____

This information may be reproduced in English, Spanish or another language relevant to a particular locality.

Telephone calls to parents who did not respond may be necessary, particularly if the solicited responses might help the school qualify for aid.

INCOME ELIGIBILITY GUIDELINES

(Effective from July 1, 2005 to June 30, 2006)

Household Size	Federal Poverty Guidelines	Reduced Price Meals - 185%			Free Meals - 130%		
	Annual	Annual	Month	Week	Annual	Month	Week
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM AND TERRITORIES							
1	\$9,570	\$17,705	\$1,476	\$341	\$12,441	\$1,037	\$240
2	\$12,830	\$23,736	\$1,978	\$457	\$16,679	\$1,390	\$321
3	\$16,090	\$29,767	\$2,481	\$573	\$20,917	\$1,744	\$403
4	\$19,350	\$35,798	\$2,984	\$689	\$25,155	\$2,097	\$484
5	\$22,610	\$41,829	\$3,486	\$805	\$29,393	\$2,450	\$566
6	\$25,870	\$47,860	\$3,989	\$921	\$33,631	\$2,803	\$647
7	\$29,130	\$53,891	\$4,491	\$1,037	\$37,869	\$3,156	\$729
8	\$32,390	\$59,922	\$4,994	\$1,153	\$42,107	\$3,509	\$810
For each add'l family member add	\$3,260	\$6,031	\$503	\$116	\$4,238	\$354	\$82

Note: For Title I, the same criteria must be used for both the public and private school students. If the public schools use the 10/15/05 ASSA data when completing the Title I Eligibility page for the FY 2006 NCLB application, this data should be used for the private schools. If the district uses more current data (as of July 1, 2006), the corresponding income eligibility guidelines (July 1, 2006 to June 30, 2007) can be found at: <http://www.fns.usda.gov/cnd/Governance/notices/iegs/IEG06-07.pdf>

Title II-A

Nonpublic School Allocation Calculation

1. Add the LEA's FY 2002 Eisenhower allocation and the amount of the FY 2002 CSR allocation the district used for professional development. This is the hold harmless amount.
2. Determine the amount of the FY 2007 Title II-A allocation the LEA wishes use for professional development.
3. Multiply the percentages for each nonpublic school found on the FY 2007 Title II-A Allocation Notice by the larger of #1 or #2. This is the FY 2007 allocation for each nonpublic school.

Examples:

Example #1:

Jefferson School District

FY 2002 Eisenhower allocation: \$53,305

FY 2002 CSR portion used for professional development: \$19,385

FY 2007 Title II-A allocation: \$327,352

LEA: 91.46%

Nonpublic School A: 7.25%

Nonpublic School B: 1.29%

Step 1: $\$53,305 + \$19,385 = \$72,690$ (hold harmless amount)

Step 2: \$100,000 for professional development and \$227,352 for CSR

Step 3: Nonpublic School A allocation: $\$100,000 \times 7.25\% = \$7,250$

Nonpublic School B allocation: $\$100,000 \times 1.29\% = \$1,290$

Example #2;

Adams School District

FY 2002 Eisenhower allocation: \$42,795

FY 2002 CSR portion used for professional development: \$21,368

FY 2007 Title II-A allocation: \$259,746

LEA: 89.25%

Nonpublic School A: 6.53%

Nonpublic School B: 3.14%

Nonpublic School C: 1.08%

Step 1: $\$42,795 + \$21,368 = \$64,163$ (hold harmless amount)

Step 2: \$30,000 for professional development and \$229,746 for CSR

Step 3: Nonpublic School A allocation: $\$64,163 \times 6.53\% = \$4,190$

Nonpublic School B allocation: $\$64,163 \times 3.14\% = \$2,015$

Nonpublic School C allocation: $\$64,163 \times 1.08\% = \693